

How to Use the Network Services Statewide Contract

Contract #: ITT46	Contract Duration: 09/19/2012 to 09/30/2017
MMARS #: ITT46*	Options to Renew: Two 1-year options
Contract Manager: Jeanne Pestana – jeanne.pestana@state.ma.us - 617-720-3105	
This contract contains: Prompt Pay Discounts, Volume Discounts	
UNSPSC: See Appendix A	
Last change date:	09/14/2016

Contract Summary

This contract for Network Services provides a wide array of voice, data, and cellular services. This contract replaces the following statewide contracts: ITT09 – Communication Network Services, ITT18 – Centrex Services, ITT19 – VPN Services, ITT37 – Hosting and Internet Access Services.

Benefits and Cost Savings

Vendors on this contract offer competitive pricing, prompt pay discounts, volume discounts, and bundle discounts.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

OSD Eligible Entities

- Cities, towns, districts, counties and other political subdivisions
- Executive, Legislative and Judicial Branches, including all Departments and elected offices therein
- Independent public authorities, commissions and quasi-public agencies
- Local public libraries, public school districts and charter schools
- Public hospitals owned by the Commonwealth

- Public purchasing cooperatives
- Non-profit, UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories with no prior approval by the State Purchasing Agent required
- Other entities when designated in writing by the State Purchasing Agent

Entities seeking the approval of the State Purchasing Agent to utilize the Statewide Contract should submit a written request to purchasing.agent@state.ma.us with the subject line “Request for approval to utilize Statewide Contract ITT46”. The body of the email should include the name of the Entity requesting approval and the name and contact information of a person that can be contacted if OSD has questions regarding the request.

The Massachusetts Higher Education Consortium (MHEC) is a participating member of the procurement and resulting Statewide Contract for Network Services, ITT46, conducted by the Operational Services Division (OSD) on behalf of the Commonwealth of Massachusetts. OSD and MHEC jointly and separately; 1) market the Statewide Contract to their constituents eligible to purchase under the Statewide Contract, and 2) support vendors and constituents participating in the Statewide Contract. Such constituents eligible to purchase under the Statewide Contract may also be referred to as “Eligible Entities” and “MHEC members”.

For the purposes of this Statewide Contract for Network Services, the Eligible Entities associated with each organization are as follows:

MHEC J04 Eligible Entities within Massachusetts

- Non-profit public and private institutions of higher education
- MHEC members not eligible under the OSD Eligible Entities list

MHEC J04 Eligible Entities outside Massachusetts

MHEC membership is available to the following organizations in the New England states. For the purposes of the statewide contract for Network Services, MHEC J04 Eligible Entities outside Massachusetts may include:

- Non-profit public and private institutions of higher education
- Non-profit technical, charter, and vocational schools
- Municipalities, elementary and secondary schools
- Non-profit preparatory schools
- Non-profit educational organizations



MHEC Public College and University Purchasers within Massachusetts

The following list was correct as of the revision date of this document. The current list may be viewed at the MHEC website at <http://private.mhec.net/ListMembersConsortium.asp> under the section “State/University and Community Colleges”.

- Berkshire Community College
- Bristol Community College
- Bunker Hill Community College
- Cape Cod Community College
- Greenfield Community College
- Holyoke Community College
- Massachusetts Bay Community College
- Massasoit Community College
- Middlesex Community College
- Mount Wachusett Community College
- North Shore Community College
- Northern Essex Community College
- Quinsigamond Community College
- Roxbury Community College
- Springfield Technical Community College
- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Art and Design
- Massachusetts College of Liberal Arts
- Massachusetts Maritime Academy
- Salem State University
- Westfield State University
- Worcester State University
- University of Massachusetts Medical Center
- University of Massachusetts/Lowell
- University of Massachusetts/Amherst
- University of Massachusetts/Boston
- University of Massachusetts/Dartmouth

Contract Information

This contract contains four categories:

Category 1: Voice Services including Local Exchange Service, Long Distance Service, Incoming Toll Free Service, Centrex Service, Calling Cards and Voice over Internet Protocol (VoIP) Service.

Category 2: Connectivity/Bandwidth Services including T1 access lines, ISDN, xDSL, ATM, Frame Relay, Ethernet, Broadband Cable, Point-to-Point Wireless, Private Line, SONET, DWDM, and Fiber.

Category 3: Mobile Communication Services including cellular, PCS, and satellite services, cellphones, and other mobile devices that access cellular or satellite networks, and distributed antenna systems.

Category 4: Managed Services providing management of Eligible Entities' site and/or enterprise voice and data LAN and WAN network services. Such services include Internet Access, Co-location, Virtual Private Networking (VPN), email, ftp, news groups, hosting services (web sites, network service applications and others), portal services, firewall, intrusion detection, data back-up, Multi-Protocol Label Switching (MPLS), Audio & Web Conferencing, Video Conferencing, Interactive Voice Response (IVR), Broadcast Communications (TV via Cable, Satellite, IP), and Emergency Notification (reverse 911).

Customer Premise Equipment (CPE) required for the provisioning and operation of the service is allowed. All network services must be capable of being installed without requiring the acquisition of termination equipment. Wireless devices that are cellular-capable and that are bundled with cellular service sold by cellular providers in Category 3 are also allowed, i.e. tablets, iPads, etc...

This contract does not provide for the purchase of the following equipment: PCs, servers, switches, PBX equipment, or any other significant network equipment systems not directly related to this contract.

NOTE RELATIVE TO CONSTRUCTION

This contract does NOT include construction-related services. The installation of conduit or the coring of walls or floors in a public building constitutes construction.

NOTE RELATIVE TO E-RATE

Public schools and libraries within the Commonwealth may utilize the services offered under this contract. It is incumbent upon each Eligible Entity to file their respective Form 471's and other necessary forms to participate in this program independent of the provisions offered under this contract. The E-rate reference number for FCC form 470 is 110350000864310. A copy of the original Form 470 Application is published on COMMBUYS under the Attachments tab. We suggest Eligible Entities verify the Form 470 with the Schools and Libraries Division before use.

How to Use This Contract

The Strategic Sourcing Team recommends that before deciding on any Network Services, the user solicit at least three estimates from contractors on this Statewide Contract. Users are encouraged to negotiate downward on all quotes to obtain best value.

Users should request a written quote from any of the listed contractors for the proposed services. Posting the RFQ as a COMMBUYS solicitation is a recommended best practice. The Master Blanket PO-15-1080-OSD03-SRC01-00000002755 is the conversion record in COMMBUYS. Use this record to request multiple quotes from vendors; following the job aid "How to Create a Solicitation-Enabled Release Requisition".

Reference the Statewide Contract Number ITT46 on all requests for quotes, Statements of Work, and Purchase Orders. The contractor will respond with an itemized quote that will reflect the actual configuration along with installation and any other non-recurring costs, and early termination costs, if applicable.

Most of the vendors on this contract offer On-Line portals. Users are encouraged to utilize the on-line services for billing and usage reports and account management.

Statement of Work (SoW)

A Statement of Work template is published on the Attachments tab for Users to adapt to their needs for larger projects. Sections, such as that addressing intellectual property, that do not apply to a particular project may be removed. Unless otherwise negotiated, Contractor invoicing may not commence before 30 days after final acceptance. Contractors must obtain written acceptance of the installed Network Service(s) from the contracting Eligible Entity.

Service Level Agreements

Service Level Agreements (SLAs) are published in the Attachment section of COMMBUYS for each vendor. Users are encouraged to review the SLA for the service(s) you are seeking when assessing vendor performance capabilities and when creating your Statement of Work (SoW) for your request for quotes.

Eligible Entity Employee Discounts for Cellular Services

All cellular telephone services contractors in Category 3 offer employee discounts for the employee's personal cellular service. Eligible Entities are encouraged to make their employees aware of these programs.

Summary of Where to Obtain Contract Information

To access the vendor contracts, including the RFR, related documents, and required forms, please go to the COMMBUYS (www.commbuys.com) website, click on “Contract & Bid Search”, then select the “Contracts/Blankets” radio button.

- Enter “ITT46” in the Contract/Blanket Description field
- Select “Statewide Contract” from the Type Code pull-down menu
- Click “Find It”

There are 23 vendors on this contract and each vendor contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor cost tables (price lists) are located in the attachments tab on each MBPO. The RFR and related documents are located in the attachments tab of the MBPO: PO-15-1080-OSD03-SRC01-00000002001.

Pricing

Pricing is published separately on COMMBUYS. Early termination charges, stranded investment charges, and special engineering and extension costs related to extending the network service from the contractor’s nearest access point to the Eligible Entity’s network interface point (DMARC) are allowed, provided these costs are specified in the Master Blanket Purchase Order cost tables attached in COMMBUYS and in the Statement of Work agreed to by the Eligible Entity.

Referencing the Statewide Contract. Please clearly indicate “Statewide Contract ITT46” on all requests for quotes, statements of work and purchase orders to ensure ITT46 pricing is quoted and billed.

Performance and payment time frames which exceed Contract duration. All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than one (1) year beyond the final termination date of this Statewide Contract without the prior written approval of the OSD Contract Manager. No new agreements for services may be executed after the Contract has expired.

How to place an order

P.O. FOR ONE-TIME SERVICES

Once a service and price is determined, the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use ITT46) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line

- Enter "1" in the Quantity field and the total price in the Unit Cost field
- Attach the vendor quote and/or a detailed order summary
- Submit for approval

P.O. FOR ONGOING SERVICES

If the price is estimated for ongoing services, then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: "This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services."

Further direction is available in the ["How to Complete a Partial Receipt in COMMBUYS" Job Aid.](#)

Vendor Information

<p>382 Communications Corporation Contact: Leah Barton Phone: 617-639-9008 Email: leah@382com.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001473 COMMBUYS Vendor ID: 00001219 MMARS Vendor Code 1: VC0000728164, line 32</p>	<p>Category 1</p>
<p>AT&T Corp. Contact: Todd Theel Phone: 508.308.9996 Email: tt788f@att.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000000248 COMMBUYS Vendor ID: 210046 MMARS Vendor Code 1: VC6000216033, line 11</p>	<p>Categories 1, 2, and 4</p>



<p>AT&T Mobility National ACC, LLC Contact: Todd Theel Phone: 508.308.9996 Email: tt788f@att.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000000249 COMMBUYS Vendor ID: 300276 MMARS Vendor Code 1: VC6000264059, line 27</p>	Category 3
<p>AT&T Mobility II LLC Contact: Todd Theel Phone: 508-308-9996 Email: tt788f@att.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000000250 COMMBUYS Vendor ID: 300275 MMARS Vendor Code 1: VC0000169649, line 26</p>	Category 3
<p>Broadview Network Inc. Contact: Peter Parrinello Phone: 914-922-7759 Email: pparrinello@broadviewnet.com</p> <p>Prompt Pay Discount: 2% 10, 1.5% 15, 1.25% 20, 1% 30 PO-14-1080-OSD01-OSD10-00000001454 COMMBUYS Vendor ID: 00002386 MMARS Vendor Code 1: VC6000221430, line 30</p>	Categories 1, 2 and 4
<p>Cellco Partnership, d/b/a Verizon Wireless Contact: Carolyn Jussaume Phone: 617-699-3900 Email: carolyn.jussaume@verizonwireless.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001204 COMMBUYS Vendor ID: 300203 MMARS Vendor Code 1: VC6000227932, line 1</p>	Category 3



<p>CELT Corporation Contact: Jeffrey Bajgot Phone: 508-624-4474 x1206 Email: jbajgot@celtcorp.com</p> <p>Prompt Pay Discount: 2% 10, 1.5% 15, 1% 20 PO-14-1080-OSD01-OSD10-00000000251 COMMBUYS Vendor ID: 300031 MMARS Vendor Code 1: VC0000411034, line 3</p>	Categories 2 and 4
<p>CenturyLink Communications LLC Contact: Catherine Pauling Phone: 617-233-0238 Email: commofma@centurylink.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001203 COMMBUYS Vendor ID: 214077 MMARS Vendor Code 1: VC6000192600, line 22</p>	Categories 1, 2, and 4
<p>Comcast Cable Communication Mgmt LLC Contact: Scott Richardson Phone: (978) 207-0650 Email: scott_richardson@comcast.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000000252 COMMBUYS Vendor ID: 300041 MMARS Vendor Code 1: VC0000220053, line 23</p>	Categories 1, 2, and 4
<p>Crocker Telecommunications, LLC Contact: Matthew Crocker Phone: 413-654-1050 Email: matthew@crocker.com</p> <p>Prompt Pay Discount: 2% 10, 1% 30 PO-14-1080-OSD01-OSD10-00000000253 COMMBUYS Vendor ID: 208003 MMARS Vendor Code 1: VC0000633477, line 28</p>	Categories 1, 2, and 4



<p>DSCI, LLC Contact: Jeff Kubick Phone: 866-438-3724 Email: jkubick@dscicorp.com</p> <p>Prompt Pay Discount: 1.5% 10 PO-14-1080-OSD01-OSD10-00000001439 COMMBUYS Vendor ID: 00003517 MMARS Vendor Code 1: VC0000726748, line 31</p>	Categories 1, 2, and 4
<p>Level 3 Communications, LLC Contact: Tom Argentieri Phone: (781) 296-8407 Email: tom.argentieri@level3.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001438 COMMBUYS Vendor ID: 00000416 MMARS Vendor Code 1: VC7000085769, line 29</p>	Categories 1, 2, and 4
<p>Networks I, LLC Lighttower Fiber Contact: Michelle Kavey Phone: 617-848-3026 Email: mkavey@lighttower.com</p> <p>Prompt Pay Discount: 2% 10 PO-14-1080-OSD01-OSD10-00000000255 COMMBUYS Vendor ID: 00009007 MMARS Vendor Code 1: VC0000738873, line 34</p>	Categories 2 and 4
<p>Merrimack Education Center dba Addition Networks Contact: Kate Roddy Phone: 978-275-1613 Email: contracts@mecnet.net</p> <p>Prompt Pay Discount: 2% 10, 1.5% 15, 1% 20, 1% 30 PO-14-1080-OSD01-OSD10-00000000256 COMMBUYS Vendor ID: 4494 MMARS Vendor Code 1: VC6000164531, line 13</p>	Categories 2 and 4



<p>NWN Corporation Contact: Patrick McGillicuddy Phone: 781 472-3428 Email: PMcGillicuddy@nwnit.com</p> <p>Prompt Pay Discount: 1% 10, 0.75% 15, 0.5% 20 PO-14-1080-OSD01-OSD10-000000001357 COMMBUYS Vendor ID: 00001090 MMARS Vendor Code 1: VC0000414845, line 21</p>	Category 4
<p>Windstream Holdings Inc, dba Paetec Communications LLC Contact: John Cloonan Phone: 857 403-4817 Email: John.Cloonan@Windstream.com</p> <p>Prompt Pay Discount: None PO-16-1080-OSD03-SRC01-00000005862 COMMBUYS Vendor ID: 00016066 MMARS Vendor Code 1: VC0000793508, line 35</p>	Categories 1, 2, and 4
<p>Presidio Networked Solutions, Inc. Contact: Paul Melvin Phone: 781-638-2230 Email: pmelvin@presidio.com</p> <p>Prompt Pay Discount: 0.5% 10 PO-14-1080-OSD01-OSD10-00000001476 COMMBUYS Vendor ID: 300198 MMARS Vendor Code 1: VC0000350925, line 33</p>	Category 4
<p>Sprint Solutions, Inc. Contact: Mark Zurcher Phone: 781-883-7447 Email: mark.zurcher@sprint.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000000258 COMMBUYS Vendor ID: 236740 MMARS Vendor Code 1: VC0000475741, line 7</p>	Categories 1, 2, 3, and 4



<p>T-Mobile USA, Inc Contact: Donna Monahan Phone: 508-505-1375 Email: donna.monahan@t-mobile.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001202 COMMBUYS Vendor ID: 00000064 MMARS Vendor Code 1: VC6000264183, line 2</p>	Category 3
<p>Thinking Phone Networks, LLC Withdrawn from contract</p>	
<p>Verizon New England, d/b/a Verizon Business Network Services, Inc. Contact: Karen Perella Phone: 617-535-0551 Email: ITT46PMO@verizon.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000000261 COMMBUYS Vendor ID: 300307 MMARS Vendor Code 1: VC6000156101, line 17</p>	Categories 1, and 2
<p>MCI Communications Services, Inc. d/b/a Verizon Business Network Services, Inc. Contact: Karen Perella Phone: 617-535-0551 Email: ITT46PMO@verizon.com</p> <p>Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001528 COMMBUYS Vendor ID: 300311 MMARS Vendor Code 1: VC6000246445, line 16</p>	Category 1, 2 and 4



Verizon Network Integration Services Corp. d/b/a Verizon Business Network Services, Inc. Contact: Karen Perella Phone: 617-535-0551 Email: ITT46PMO@verizon.com Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001538 COMMBUYS Vendor ID: 300161 MMARS Vendor Code 1: VC6000229599, line 18	Category 4
Terremark North America Inc. d/b/a Verizon Business Network Services, Inc. Contact: Karen Perella Phone: 617-535-0551 Email: ITT46PMO@verizon.com Prompt Pay Discount: None PO-14-1080-OSD01-OSD10-00000001540 COMMBUYS Vendor ID: 00002517 MMARS Vendor Code 1: VC0000651830, line 24	Category 4

Strategic Sourcing Services Team Members

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Appendix A: United Nations Standard Uniform Product and Services Codes used in ITT46

For more information on the UNSPSC Codes please see www.unspsc.org

43-19-00-00-0000	Communications Devices and Accessories
43-19-15-01-0000	Mobile phones
43-19-15-14-0000	Satellite phone
43-22-26-00-0000	Network service equipment
81-11-18-01-0000	Computer or network or internet security
81-11-20-04-0000	Disaster recovery services
81-11-20-06-0000	Data storage service
81-11-21-00-0000	Internet services
81-16-17-11-0000	Videoconferencing service
83-11-15-00-0000	Local and long distance telephone communications
83-11-15-01-0000	Local telephone service
83-11-15-02-0000	Long distance telephone services
83-11-16-02-0000	Satellite or earth communication systems services
83-11-16-03-0000	Cellular telephone services
83-11-18-01-0000	Cable television services
83-11-22-00-0000	Enhanced telecommunications services
83-11-22-03-0000	VPN virtual private network managed network services
83-11-23-00-0000	Fiber telecommunications services
83-11-24-00-0000	Switched dial up and leased dedicated line circuit telecomm
83-11-24-00-0000	High speed switched dial up services